

Personnel Issues & You

UPPS Newsletter 2006-2

June 1, 2006

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Information From the Director's Office:

Governor's Wage Equity & Increments: July 1, 2006

Effective July 1, 2006, the continuation of the Governor's Wage Equity Plan will adjust the salary schedule by an increase of 2.571%. The salaries of those employees who are below the new minimum will be increased to the new minimum. In addition, any employee, other than interim employees and employees not on initial or promotional probation whose salary is less than five (5) percent above the new entry level wage of his or her pay grade, shall have his or her salary increased to five (5) percent above the new entry level wage, effective July 1, 2006. Additionally, beginning July 1, 2006, annual increments will be salary based as follows:

<u>IF ANNUAL SALARY IS:</u>	<u>INCREMENT AMOUNT IS:</u>
UNDER \$30,000.00	\$1,350.00
\$30,000.01 - 50,000.00	\$1,200.00
\$50,000.01 - 60,000.00	\$1,000.00
\$60,000.01 - 80,000.00	\$ 600.00
\$80,000.01 AND ABOVE	\$ 400.00

On or about June 28, 2006, the Personnel Cabinet will generate two lists of employees. One list contains employees who are eligible for Wage Equity increases; this list is a 'from-to' list and is based on data from June 28, 2006. The other is the Annual Increment Listing. If employees are to be lined off because of conflicting actions, be sure to line off those employees receiving both Wage Equity and an Annual Increment/Promotional Increase from both lists.

Those employees shown on the Governor's Wage Equity Listing who are receiving an annual increment or promotional increase effective July 1, 2006, will be denoted on the list with I (Increment) or P (Promotional Increase) on the right side of the page. Their new salary from Wage Equity will be used as the salary on which their increment is calculated. These employees will be marked on the Annual Increment Listing with an asterisk (*) to the left of their current salary denoting this as their adjusted salary from Wage Equity process. These lists will need to be returned to Mike Rice, Personnel Cabinet, 200 Fair Oaks Lane, Room 531, by close of business, **Wednesday, July 12, 2006**.

For questions regarding the list of eligible employees, please contact Carolyn Bruce, Processing & Records Branch Manager, at 564-6873, extension 4126. For questions regarding Wage Equity, contact Mary Elizabeth Harrod, Director, Division of Employee Management at 564-6464.

Commissioner
Carla Hawkins
Department for Personnel
Administration

Secretary
Erwin Roberts
Personnel Cabinet

Director
Mary Elizabeth Harrod
Division of Employee
Management

The salary range will be determined at the time of the employees' annual increment date. The calculations for processing a personnel action that will include the employees' annual increment are as follows:

Range	Annual Amount	Salaried 37.5 and 40.0	Hourly 37.5	Hourly 40.0	Salaried WF 21
.00 – 30,000	1,350	= 112.50	.693	.650	128.58
30,000.01 – 50,000	1,200	= 100.00	.616	.577	114.30
50,000.01 – 60,000	1,000	= 83.34	.513	.481	95.24
60,000.01 – 80,000	600	= 50.00	.308	.289	57.16
80,000.01 and above	400	= 33.34	.206	.193	38.10

The column 'Salaried WF 21 PP' represents the amount for those effective on July 1, 2006 only for Workforce (51-531) employees in specific classes (0511-0599 and 0700-0799) who get paid their annual salary over 21 Pay Periods.

Employee ID Information

The Personnel Cabinet, the Commonwealth Office of Technology (COT), and the Finance and Administration Cabinet are implementing the assignment of a unique identification number (Employee ID) for each P1, non P1 and personal service contract employee. This Employee ID will be assigned at the time of hire and will be valid throughout their state tenure.

eMars users will be the first group to use this number as both a unique identifier and as their user logon. The Employee ID will be utilized with the Kentucky Human Resources Information System (KHRIS) planned for implementation in 2008.

Employee ID Facts:

- Employee ID's are 7 digits and are formatted as 3 alpha and 4 numeric characters (AAA####).
- The Employee ID will be used throughout an employee's tenure with state government.
- Dual employees will receive only one Employee ID number.
- The Personnel Online Application Security System will be modified to allow security access for personnel administrators to generate the Employee ID through the online Employee ID Generator. Access must be requested by each agency on an individual basis.
- Once the Employee ID has been generated it will be stored on the UPPS payroll master file and viewable through the online CICS POPY System, Screen D.
- The Employee ID number will be printed in the upper right hand corner on the employee's P1. This will allow the employee to have his Employee ID on hand.

Personnel Administrator Information

The Employee ID will be issued for P1, non P1, and Personal Service Contract staff. As of June 30, 2006 all current staff will have been issued an Employee ID. Starting July 1, 2006 each agency Personnel Office will be responsible for generating the Employee ID for the following appointment action codes:

A11, A15 – New Appointments

To generate an employee ID, please follow these instructions:

- Enter CICS/Payroll/POP 1
- Press Enter
- Select C – Employee ID Inquiry and Issue
- Press Enter
- Select 2 – Generate Employee ID
- Enter the following fields: Employee SSN, Employee Name, Company Number
- Press Enter
- Enter the Employee's SSN again to verify
- Press Enter to generate ID

(continued, next page)

Employee ID Information, continued...

A14, A16, A17, A21, A22, A23, A31 – The employee may have an Employee ID already issued due to previous service. You will need to verify through the process below:

- Enter CICS/Payroll/POP 1
- Select C – Employee ID Inquiry and Issue
- Select 1 – Inquiry
- Press Enter
- Enter the Employee's SSN
- Press Enter

**Agencies with non P1 and Personal Service Contract employees will need to work out a process with your internal payroll office as to how or who will generate these employees' ID's since their personnel information is not contained in CICS.

Processing & Records

Temporary Change to Agency Assignments:

Sissy Burnham, who processed personnel actions for the Cabinet for Health & Family Services retired on May 31, 2006. Until a replacement is named, please direct your inquiries to either Paula Round 502/564-6873x4128 or Carolyn Bruce 502/564-6873x4126.

Payroll

-Change in Shortfall Procedure

Effective immediately, all shortfall refund requests and payments to the shortfall account are to be sent to the following:

Jonathan Smith
Financial Management Branch
Department of Employee Insurance
200 Fair Oaks Lane, Room 502
Frankfort, KY 40601

If you have any questions, please contact Jonathan at (502)564-9097x4054.

Shannan Goodrich (Payroll Branch) will continue resolving the invalid health insurance issues with the agencies. Shannan can be contacted at (502)564-6883x4118.

June 2006 REVISED 3/23/06

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 MAY 16-31 Manual pay & health ins. update	2 May 16-31 Manual pay & health ins. update	3
4	5 May 16-31 Manual pay & health ins. Update. Last day p1's can be approved for payroll.	6 May 16-31 Manual pay update files go down at 1:00 and remain down. RUN PAYROLL	7 May 16-31 No Update	8 May 16-31 No Update	9 May 16-31 Update/ health ins.	10
11	12 May 16-31 Update/ health ins.	13 May 16-31 Update/ health ins. Last day p1's can be approved for supp payroll.	14 May 16-31 Update – files go down at 1:00 & remain down. RUN SUPP PAYROLL Update after supp with p1's only.	15 May 16-31 No Update PAYDAY	16 Jun 1-15 Manual pay & health ins. update	17
18	19 Jun 1-15 Manual pay & health ins. update	20 Jun 1-15 Manual pay & health ins. Update Last day p1's can be approved for payroll.	21 Jun 1-15 Manual pay update files go down at 1:00 and remain down. RUN PAYROLL	22 Jun 1-15 Update & health ins. (Revision)	23 Jun 1-15 Update & health ins. (Revision)	24
25	26 Jun 1-15 Update/health ins. Last day p1's can be approved for supp payroll. (Revision)	27 Jun 1-15 Update – files go down at 1:00 & remain down. RUN SUPP PAYROLL Update after supp with p1's only. (Revision)	28 Jun 1-15 NO UPDATE SYSTEM WILL BE DOWN TO LOAD eMARS (Revision)	29 Jun 1-15 NO UPDATE (Revision)	30 Jun 1-15 No Update PAYDAY END OF QUARTER & FISCAL YEAR	

EFT Strips, Reversals, and Returns

There are three situations under which electric fund transfers (EFTs/Direct Deposits) are credited back to the agency account in lieu of being paid to the employee. These scenarios are EFT strips, EFT reversals, and EFT returns.

EFT Strip or Reversal

Payroll runs one pay period in arrears. The payroll for a given pay period is usually run 4 working days into the next pay period; for example, the May 1-15 payroll was run on May 19th. Sometimes an agency is made aware of a problem with an EFT after payroll is run and the EFT tape is set, but before payday, and needs to recover the funds. In this case, the agency requests through Personnel that the EFT be stripped from the EFT tape sent by Farmers Bank to the receiving institutions. This can be done until two days prior to payday, in the morning. Personnel receives the request, prepares a form, and submits the request to Treasury and Finance. Treasury sends the request to Farmers Bank. Farmers Bank removes the transaction information from the EFT tape and returns the funds. Finance prepares a document to credit all stripped EFT funds to a holding account. Personnel is notified when this has been done. Personnel then redistributes the funds to the originating agency accounts via JVL in MARS. If the employee is due the money, the agency must prepare a manual payroll voucher to create a net check for the employee. If the employee is not due the funds, as they were issued in error, no manual payroll voucher is needed.

If a request to strip an EFT is received after the deadline, the agency can request that the EFT be reversed, following a process very similar to requesting that an EFT be stripped from the tape. The funds are transferred to the receiving bank, but in this process, Farmers Bank requests that the receiving bank return the funds sent in error. This works if the funds are still in the account. If returned, the funds are credited to the agency via the same method as for a stripped EFT. If an agency requests that an EFT be reversed, the agency is required to notify the employee that the reversal will be attempted, as the process, if successful, results in funds being withdrawn from the employee's account. If the reversal is unsuccessful, the agency should pursue other means of recovering the funds.

Stripped or reversed EFTs may require updates to the system. If the funds stripped were issued in error, then a Refund on Payroll (ROP) should be completed for the payment and submitted to Treasury, and the EFT should be reversed from the system via Manual Pay Updates (Option A on the CICS Main Payroll Menu). If the payment was correct and is only being recalled due to an error in the account number, a closed account, or other reason not related to an error in the pay, then no ROP or manual pay update is necessary as the employee's pay record is correct.

Returned EFT

Sometimes there may be an error in EFT information that is not caught prior to payday, and the EFT may be rejected by the receiving bank. In this event, the funds are returned to Farmers Bank by the receiving financial institution. Finance and Treasury are notified of the returned funds, usually 2-3 working days after payday. As with an EFT strip, Finance prepares a document to hold the returned funds for redistribution to the agencies. In these instances, the employee is due the funds and the agency must prepare a manual payroll voucher to create a net check for the employee. Personnel notifies affected agencies and credits the funds back to the originating agency accounts via JVL in MARS, as with a stripped EFT.

Note:

A manual payroll voucher requires preparation by the agency, auditing and approval by the Personnel Cabinet, processing by Finance, and then processing and printing by Treasury. If "walked" through, with the agency delivering the document from point to point and arriving at Finance by 10 AM, a check can sometimes be created the same day. However, there is no guarantee a check will be printed that day. If a SAS-27 is sent via messenger mail, it can take a few to several days for the agency to receive the check. Agencies may want to check with Finance's Division of Accounts and Treasury to verify cutoff times for SAS 27 walk-throughs.

For questions regarding EFTs, please contact Yvonne Mahoney in the Payroll Branch at (502) 564-6883, extension 4121.

Payroll Related:

FYI: Deferred Comp Payouts

In the Deferred Comp “Lunch and Learn” session that took place during the second week of March the following information was discussed with payroll officers:

1. Employees now have the option to complete a Participation Agreement with Deferred Comp AFTER they retire to defer their annual and/or comp time. (Ex.: An employee retires February 28th and decides in March they want to defer their annual and/or comp time, they are now allowed to do so and have up to 2.5 months after they retire to decide and complete the Participation Agreement. If the employee has already been issued the termination pay, it is at the employer's discretion as to whether or not they accept the paychecks back from the retired employee for redeposit in order to be deferred.) Please Note: If the termination pay has already been cashed by the retired employee, deferring the payout is not an option.
2. If the retired employee completes the paperwork after they retire, the money can not be deferred until the following month after the Participation Agreement has been signed by the retiree. (Ex: An employee retires February 28th and decides in March he wants to defer his annual and/or comp time, we cannot defer the monies until April.)

Kentucky Deferred Comp Offers New Program

Effective with the July 30, 2006 pay check the Kentucky Public Employees' Deferred Compensation Authority (Authority) will implement Phase I of its *Retirement Readiness* campaign by activating a new 401(k) designated Roth contribution program.

A 401(k) designated Roth contribution is defined as an **optional** elective deferral participants make to the Authority's 401(k) Plan which is *after-tax* ('not' excluded from gross income for state and federal income tax purposes). It is not a new type of retirement plan but rather is a new type of contribution available under the Authority's current 401(k) plan.

If participants make 401(k) designated Roth contributions the rules pertaining to 401(k) Plans will be applied. Designated Roth contributions will 'not' follow the rules applicable to Roth IRAs.

Designated Roth contributions will be maintained in a '*separate account*' and are immediately 100% vested. Once a designated Roth contribution is made it is always an '*after-tax*' contribution. This means an election to make a Designated Roth is irrevocable (participants cannot later elect to recharacterize or change it to a pre-tax elective contribution, nor can pre-tax contributions be converted to designated Roth contributions). They can, however, stop or start making Roth contributions at any time.

Individuals may also elect to make both traditional pre-tax 401(k) contributions and designated Roth (after-tax) contributions in the same year and in any proportion they choose, however, the Roth 401(k) contribution must be at least \$30.00 per month. Further, total deferrals can not exceed the annual combined limits (\$15,000-2006, or \$20,000 if the person is or will obtain age 50 in 2006).

It is important to note that, unlike the Roth IRA, there are **not** any income restrictions which would prohibit a participant from making designated Roth contributions. They must, however, have salary from which to make any type of 401(k) Plan contributions.

All active employees of Kentucky State Government are eligible to participate in the Roth 401(k). Please call the Authority (800.542.2667, or inside Frankfort 502.573.7925) or contact your local Kentucky Deferred Comp Participant Service Representative to enroll, or for more information.

Class & Comp

37.5 Salary Schedule July 1, 2006

Grade	Rates	Entry Level Wage	Midpoint Wage	Grade	Rates	Entry Level Wage	Midpoint Wage
				13	HR \$ 15.903	\$ 21.171	
					MO \$ 2,584.24	\$ 3,440.30	
					AN \$ 31,010.88	\$ 41,283.60	
				14	HR \$ 17.493	\$ 23.174	
					MO \$ 2,842.62	\$ 3,765.78	
					AN \$ 34,111.44	\$ 45,189.36	
5	HR \$ 7.420	\$ 9.830		15	HR \$ 19.242	\$ 25.492	
	MO \$ 1,205.76	\$ 1,597.38			MO \$ 3,126.84	\$ 4,142.46	
	AN \$ 14,469.12	\$ 19,168.56			AN \$ 37,522.08	\$ 49,709.52	
6	HR \$ 8.163	\$ 10.814		16	HR \$ 21.166	\$ 28.040	
	MO \$ 1,326.50	\$ 1,757.28			MO \$ 3,439.48	\$ 4,556.50	
	AN \$ 15,918.00	\$ 21,087.36			AN \$ 41,273.76	\$ 54,678.00	
7	HR \$ 8.978	\$ 11.893		17	HR \$ 23.281	\$ 30.844	
	MO \$ 1,458.94	\$ 1,932.62			MO \$ 3,783.18	\$ 5,012.16	
	AN \$ 17,507.28	\$ 23,191.44			AN \$ 45,398.16	\$ 60,145.92	
8	HR \$ 9.875	\$ 13.082		18	HR \$ 25.611	\$ 33.928	
	MO \$ 1,604.70	\$ 2,125.84			MO \$ 4,161.80	\$ 5,513.30	
	AN \$ 19,256.40	\$ 25,510.08			AN \$ 49,941.60	\$ 66,159.60	
9	HR \$ 10.863	\$ 14.390		19	HR \$ 28.170	\$ 37.319	
	MO \$ 1,765.24	\$ 2,338.38			MO \$ 4,577.64	\$ 6,064.34	
	AN \$ 21,182.88	\$ 28,060.56			AN \$ 54,931.68	\$ 72,772.08	
10	HR \$ 11.948	\$ 15.829		20	HR \$ 30.988	\$ 41.054	
	MO \$ 1,941.56	\$ 2,572.22			MO \$ 5,035.56	\$ 6,671.28	
	AN \$ 23,298.72	\$ 30,866.64			AN \$ 60,426.72	\$ 80,055.36	
11	HR \$ 13.144	\$ 17.411		21	HR \$ 34.086	\$ 45.158	
	MO \$ 2,135.90	\$ 2,829.30			MO \$ 5,538.98	\$ 7,338.18	
	AN \$ 25,630.80	\$ 33,951.60			AN \$ 66,467.76	\$ 88,058.16	
12	HR \$ 14.457	\$ 19.152		22*	HR \$ 37.493	\$ 49.673	
	MO \$ 2,349.28	\$ 3,112.20			MO \$ 6,092.62	\$ 8,071.88	
	AN \$ 28,191.36	\$ 37,346.40			AN \$ 73,111.44	\$ 96,862.56	

* Denotes Unclassified Service Only

40 Hour Salary Schedule July 1, 2006

Grade	Rates	Entry Level Wage	Midpoint Wage	Grade	Rates	Entry Level Wage	Midpoint Wage
				13	HR \$ 15.903	\$ 21.171	
					MO \$ 2,756.52	\$ 3,669.64	
					AN \$ 33,078.24	\$ 44,035.68	
				14	HR \$ 17.493	\$ 23.174	
					MO \$ 3,032.12	\$ 4,016.84	
					AN \$ 36,385.44	\$ 48,202.08	
5	HR \$ 7.420	\$ 9.830		15	HR \$ 19.242	\$ 25.492	
	MO \$ 1,286.14	\$ 1,703.88			MO \$ 3,335.28	\$ 4,418.62	
	AN \$ 15,433.68	\$ 20,446.56			AN \$ 40,023.36	\$ 53,023.44	
6	HR \$ 8.163	\$ 10.814		16	HR \$ 21.166	\$ 28.040	
	MO \$ 1,414.92	\$ 1,874.44			MO \$ 3,668.78	\$ 4,860.28	
	AN \$ 16,979.04	\$ 22,493.28			AN \$ 44,025.36	\$ 58,323.36	
7	HR \$ 8.978	\$ 11.893		17	HR \$ 23.281	\$ 30.844	
	MO \$ 1,556.20	\$ 2,061.46			MO \$ 4,035.38	\$ 5,346.30	
	AN \$ 18,674.40	\$ 24,737.52			AN \$ 48,424.56	\$ 64,155.60	
8	HR \$ 9.875	\$ 13.082		18	HR \$ 25.611	\$ 33.928	
	MO \$ 1,711.68	\$ 2,267.56			MO \$ 4,439.24	\$ 5,880.86	
	AN \$ 20,540.16	\$ 27,210.72			AN \$ 53,270.88	\$ 70,570.32	
9	HR \$ 10.863	\$ 14.390		19	HR \$ 28.170	\$ 37.319	
	MO \$ 1,882.92	\$ 2,494.28			MO \$ 4,882.80	\$ 6,468.64	
	AN \$ 22,595.04	\$ 29,931.36			AN \$ 58,593.60	\$ 77,623.68	
10	HR \$ 11.948	\$ 15.829		20	HR \$ 30.988	\$ 41.054	
	MO \$ 2,071.00	\$ 2,743.70			MO \$ 5,371.26	\$ 7,116.04	
	AN \$ 24,852.00	\$ 32,924.40			AN \$ 64,455.12	\$ 85,392.48	
11	HR \$ 13.144	\$ 17.411		21	HR \$ 34.086	\$ 45.158	
	MO \$ 2,278.30	\$ 3,017.92			MO \$ 5,908.24	\$ 7,827.40	
	AN \$ 27,339.60	\$ 36,215.04			AN \$ 70,898.88	\$ 93,928.80	
12	HR \$ 14.457	\$ 19.152		22*	HR \$ 37.493	\$ 49.673	
	MO \$ 2,505.88	\$ 3,319.68			MO \$ 6,498.80	\$ 8,610.00	
	AN \$ 30,070.56	\$ 39,836.16			AN \$ 77,985.60	\$ 103,320.00	

* Denotes Unclassified Service Only

PERSONNEL CABINET TELEPHONE LISTING, JUNE 2006

OFFICE OF THE SECRETARY, SUITE 516, (4-7430)
 Secretary Erwin Roberts
 Deputy Sec. Wayne Harman, x 4003
 Sonja Cox, x 4011
 Scott McKenzie, 4-0198, x 4037
 Vacant x 4002, 4088

OFFICE OF ADMINISTRATIVE SERVICES
EXEC DIRECTOR'S OFFICE
 (4-7430)
 Burr Lawson, x 4008
 Amie Elam, x 4006
 Suzette Gash, 4-7409, x 4024

ADMINISTRATIVE SERVICES
 Walt Gaffield, 4-7409, x 4021
 Rachel Jackson, 4-7409, x 4025
 Susan Lynn, 4-7409, x 4022
 Elinda Manley, 4-7409, x 4023

OFFICE OF LEGAL SERVICES
EXEC DIRECTOR'S OFFICE (4-7430)
 Mark Honeycutt, x 4005
 Sue Britton, x 4020
 Amanda Reid, x 4010

RM 501 (4-0358)
 Anne Burnham, x 4078
 Julie McPeak, x 4081
 Melissa Wade, x 4046

OFFICE FOR EMPLOYEE RELATIONS
EXEC DIRECTOR'S OFFICE, SUITE 511 (4-7911)
 Robert Schmidt, x 4087
 Mary Hook, x 4093
 Kim Kain, x 4086

ADMINISTRATIVE SERVICES
 Scott Gasser, x 4100
 Lee Cowherd x 4090

DIVISION OF EMPLOYEE BENEFITS
DIRECTOR'S OFFICE
 SUITE 511 (4-3433)
 Bill Patrick, x 4104

LIFE INSURANCE
 ROOM 503 (4-4774) 800-267-8352
 Sharon Spencer, x 4111
 Gaye Adcock, x 4105
 Michele Ellis, x 4106
 Melinda Giles, x 4184
 Joe Hughes, x 4107
 Jeri Payton, x 4109
 Kim Quinn, x 4110
 Scan Room, x 4108

WORKERS COMPENSATION
 SUITE 511 (4-6847) 888-860-0302
 Debbie Mitchell, x 4099
 Jeffrey Hockensmith, x 4097
 Matthew Hutcherson, x 4095
 Valerie McGraph, x 4098
 Paula Spicer, x 4103
 Melissa Tillman, x 4096

RETURN TO WORK
 (4-0348)
 Donna Shelton, x 4101
 Vickie Smitha, x 4102

DIVISION OF EMPLOYEE SERVICES & RECOGNITION
DIRECTOR'S OFFICE, SUITE 511 (4-3433), 866-725-5463
 Darlene Stewart, x 4094

EMP ASSISTANCE
 BUSH BLDG (4-5788)
 800-445-5327
 Mary Jane Cowherd, x 222
 Barbara D. Henderson, x 225
 Trina Jennings, x 223
 Rebecca Waddle, x 221
 Vacant., x 224

WORKPLACE RELATIONS
 Linda House Patrick, x 4092
 Tina Goodmann, x 4188

EMPLOYEE RECOGNITION
 Debbie Bohannon, x 4000
 Mandi Flynn, x 4089

OFFICE FOR EMPLOYEE & ORGANIZATIONAL DEVELOPMENT
 @ Kentucky State University, 400 East Main Street
 Academic Services Bldg - 4 W, Frankfort, KY 40601
 Main Number: 502/564-8170 or 564-7455

EXEC DIR'S OFFICE
 Penny Armstrong, x 240
 Esteva Caise Draggis, x 224
 David Finley, x 256
 Kambe Lattimore, x 257
 Brittany McNear, x 221
 Jamille Smith, x 238

ADMINISTRATIVE, CONSULTING & LEARNING SERVICES
 Jeanne Olivas, x 243
 Bob Berry, x 236
 Kimberly Bynes, x 245
 Wendy Campbell, x 235
 Katy Cave, x 253
 Stan Riley, x 237
 Jon Samokar, x 254
 Donna Simpson, x 223

PERFORMANCE MGMT
 (564-3090)
 Johnny Keene, x 225
 Regina Edington, x 259
 Regina Gravitt, x 260

Vacant x 227, 233, 234, 239, 241, 242, 247

OFFICE OF COMMUNICATIONS
EXEC DIRECTOR'S OFFICE (4-7430)
 Lori Aragon-Takahashi, x 4007
 Amber Owens, x 4009

OFFICE OF HUMAN RESOURCE PLANNING & DIVERSITY INITIATIVES
EXEC DIRECTOR'S OFFICE (573-0321)
 Mary Stoddard, x 234
 Neeka Parks Thompson, x 240

ADMINISTRATIVE SERVICES
 Colene Elridge, x 236
 Margaret Fuqua, x 235
 Bruce Trent, x 230

DIVISION OF WORKFORCE ANALYTICS
DIVISION OF DIVERSITY RELATIONS
 Jose Ceballos, x 229

KY PUBLIC EMPLOYEES DEFERRED COMP AUTHORITY
 105 SEA HERO ROAD, SUITE 1 (573-7925) 800-542-2667
persdeferredcomp@ky.gov

EXEC DIR'S OFFICE
 Robert C. Brown
 Pat Goodlett
 Chris Helvey

INVESTMENT & RECORDS
 Sandi Whitaker
 Connie Smith
 Kimberly Ball
 Leanne Barger
 Amanda Hansel

Barbara Hedrick
Amy Mosby
Jody Overturf
Susan Pardi

PAYOUT COUNSELING
 Eric Simpson
 Dick Ernst
 Julie Gordon

JULIA HOLBROOK
APRIL SMYTH
KRISTEY WARFIELD

PARTICIPANT SERVICES
 Jean Henning
 Floyd Boler
 Nida Clary

KATHY STROOP
DONNA TOWLES

DEPARTMENT FOR PERSONNEL ADMINISTRATION
COMMISSIONER'S OFFICE, ROOM 530 (4-2428 or 4-7571)
 Carla Hawkins, x 4114
 Barbara Barnes, 4-6873, x 4228

MICHELE CASEBIER, x 4113

SYSTEMS MANAGEMENT
 (ROOM 529, 4-0198)
 Neal Lanham, x 4032
 Brad Atkinson, x 4027
 Jeanne Campbell, x 4028
 Diane Collins, x 4029
 Randy Denney, x 4161
 George Gamble, x 4030
 Travis Humphries, x 4031

JAMES ROSS, x 4036
SUSAN STINNETT, x 4033
JEFF SWINFORD, x 4034
BEVERLY WILHOITE, x 4035
VACANT x 4037, 4189
COMPUTER ROOM, x, 4040, 4041, 4042, 4043, 4181

DIVISION OF EMPLOYEE MANAGEMENT
DIRECTOR'S OFFICE, ROOM 533 (4-6464 OR 4-6484)
 Mary Elizabeth Harrod, x 4115
 PROCESSING & RECORDS
 ROOM 531 (4-6873)
 Carolyn Bruce, x 4126
 Lisa Case, x 4133
 Sandra Darneal, x 4129
 Dena McGuire, x 4131
 Myrissa Patton, x 4127
 Mike Rice, x 4130
 Paula Round, x 4128

STEPHANIE CARPENTER, x 4116
CLASS & COMP
801 TETON TR (573-0318)
JIM LAMBERT, x 222
PEGGY BRADY, x 223
CARLA GRAY, x 225
PHYLLIS HARRIS, x 227
VICKIE HATCHEL, x 224
DEBBIE PARIDO, x 232
TERRY SULLIVAN, x 237
MARK THOMPSON, x 226
MARILYN VANCE, x 233
VACANT x 221, 228, 229, 241

PAYROLL, ROOM 535
 (4-6883)
 Carol Kellen, x 4120
 Karen Blackburn, x 4122
 Gail Cooper, x 4125
 Shannan Goodrich, x 4118
 Greg McGaughey, x 4185
 Yvonne Mahoney, x 4121
 Vacant x 4119, 4124

DIVISION OF STAFFING SERVICES
DIRECTOR'S OFFICE, SUITE 517 (4-6920)
 Georgianne Reynolds, x 4180
 Rebecca Billings, x 4135
 Mary Greenwell, x 4134

APPLICANT PROCESSING
 (4-8030)
 Denise Jones, x 4139
 Denise Driver, x 4138
 Joseph Maciag, x 4143
 Sharon Savage, x 4137
 Amanda Sewell, x 4142
 Becky Schell, x 4141
 Robin Smith, x 4140
 Flo Warner, x 4157
 Theresa Wood, x 4182
 Vacant, x 4144

DOROTHY BURTON (STAFFING SERVICES RECEPTIONIST), x 4013
VACANT x 4136, 4175
EMPLOYMENT COUNSELING
 (4-8030)
KAREN NEELEY, x 4153
SHONA ALDERSON, x 4145
CLAUDE ANDERSON, x 4158
SCOTTY BARKER, x 4146
LINDA BROWN, x 4150
RICK DAVIS, x 4148
CAROLYN GRAY, x 4147
GALIN LINVILLE, x 4154
MARILYN MARSHALL, x 4151
JAMES MASON, x 4152
ROSE NIPP, x 4155
CINDA WELLMAN, x 4149
TRACY YOUNG, x 4156

STAFFING ANALYSIS (4-6702)
 Marina Alford, x 4169
 Kim Arington, x 4173
 Katharine Barber, x 4170
 Stuart Clark, x 4171
 Kevin Shipp, x 4174
 Peggy Smith, x 4176
 Vacant x 4177, 4178, 4179, 4221

REGISTER (4-6922)
 Kay Wallace, x 4167
 Roberta Brownlee, x 4160
 Cheri Chambers, x 4165
 Sharen Fogle, x 4163
 Kay Goodwin, x 4164
 Sharon Smither, x 4166
 Lucy Wheeler, x 4168
 Vacant, x 4162, 4159

DIVISION OF HUMAN RESOURCE PROJECTS
 150 FAIR OAKS LANE (4-4690)
HRIS PROJECT
DIRECTOR'S OFFICE
 Brenda Brown, x 4172
 Johnice Wakefield, x 4205

SPECIAL PROJECTS
 Kimberly Roush, x 4212
 Kimberly Hatter, x 4195
 Lisa Jeffrey, x 4123
 Robbie Perkins, x 4206
 Neil Popplewell, x 4214
 Vacant 4015, 4017, 4117, 4132

KATHY DOYLE, x 4201
TONYA BROWN, x 4194
LATONIA DOOLEY, x 4200
DERA LINDSAY, x 4218
BETH RANGEL, x 4216
MELINDA SANFORD, x 4215
DAVID WHITE, x 4217
ANN BAKER, x 4208
NATHAN FREY, x 4209
RICHARD GEE, x 4196
RANDY MEEK, x 4210
GLEN TUGGLE, x 4207

DEPARTMENT FOR EMPLOYEE INSURANCE
COMMISSIONER'S OFFICE, ROOM 501 (4-0358)
 Christine Wilcoxson, x 4047
 Eric Poston, x 4048
 Keyana Best, x 4051

SHARLEY HUGHES, x 4049
SANDY MARTIN, x 4063

DIVISION OF INSURANCE ADMINISTRATION
DIRECTOR'S OFFICE, ROOM 503 (4-0358)
 Reina Diaz-Dempsey, x 4074

MEMBER SERVICES
 ROOM 502 (4-6534)
 888-581-8834
 Donna Cordier, x 4075
 Sharon Gilbert, x 4234
 Merla Graves, x 4050
 Mae Green, x 4061
 Clara Serafini, x 4233
 Sandra Shelton, x 4044
 Hannah Stanfield, x 4059

ENROLLMENT INFORMATION
 ROOM 503 (4-1205)
 Nancy Knight, x 4076
 Peggy Cook, x 4072
 Sherry Davis, x 4235
 Julia Hughes, x 4077
 Lynn Jones, x 4083
 Mamatha Kotha, x 4183
 Philip Luckett, Sr., x 4080
 Teresa Shipley, x 4084
 Jeffrey Wiley, x 4067
 Christine Winans, x 4085
 Scan Room, x 4079
 Vacant x 4073, 4186

DIVISION OF FINANCIAL & DATA SERVICES
DATA ANALYSIS
 (4-7101)
 Chandra Venetozzi, x 4070
 Paula Chisholm, x 4190
 Darlene Marshall, x 4069
 Cindy Stivers, x 4053

FINANCIAL MANAGEMENT
 (4-9097)
 Cindy Thomas, x 4055
 Lori Elder, x 4065
 Debbie Fraley, x 4231
 Sabrena Hockensmith, x 4230
 Lea Howard, x 4066
 Lisa Momenpour, x 4062
 Donna Norton, x 4232
 Alexa Perry, x 4187
 Brenda Roark, x 4071
 Jonathan Smith, x 4054
 Beth Sullivan, x 4056
 Irma Turner, x 4068
 Brenda Wilson, x 4058

PERSONNEL CABINET TELEPHONE LISTING, JUNE 2006

Class & Comp (Teton Trail)	FAX 573-0324
Deferred Comp	FAX 573-4494
Employee Insurance (Room 501).....	FAX 564-5278
Employee Management (Rm 535)	FAX 564-5826
Employee Management (Dir's Office).....	FAX 564-1823
Employee Relations (Suite 511).....	FAX 564-4311
Employee & Organizational Development (KSU)	FAX 564-2732 or 564- 8056
Financial Management.....	FAX 564-0715
Health Insurance (Room 503).....	FAX 564-1085
HR Projects	FAX 564-1507
KEAP (Bush Building)	FAX 564-5189
Life Insurance (Room 503).....	FAX 564-4034
Member Services Branch (Suite 502)	FAX 564-0364
Personnel Administration (Rm 530)	FAX 564-9249
Performance Mgmt (KSU).....	FAX 564-2675
Secretary's Office (Rm 516)	FAX 564-7603
Staffing Services (Director's Office).....	FAX 564-3588 or 564-5251
Staffing Services (Register)	FAX 564-5414
Staffing Services (Emp. Counseling).....	FAX 564-0512
Systems Management (Room 529)	FAX 564-2274
Workers Comp (Suite 511)	FAX 564-9119
William Hartley, Security Officer.....	564-2101, x 4262
Frankfort Police Department.....	502-875-8582
Frankfort City Emergency (Ambulance, Fire & Police)	911 or 502-875-8500
Kentucky State Police (Frankfort Post)	502-227-2221 or 800-222-5555
IDMS.....	564-0198, x 4038
State Operator	564-3130
Personnel Answer Line	564-8339 or 866-725-5463
Quick Copy	564-2670
Small Conference Room 506	Handset x 4014
Large Conference Room 508	Handset x 4016
Conference Room – DEI.....	Handset x 4187, Speaker phone x 2019
Conference Room – Teton Trail	573-0318, x 238
Copier – Teton Trail.....	573-0318, x 244
File Room – Teton Trail.....	573-0318, x 243
Phone Room – Teton Trail.....	573-0318, x 255
Smoke Room – Teton Trail.....	573-0318, x 242
Training Room – Teton Trail	573-0318, x 256
Janitorial Staff – 200 Fair Oaks	564-7409, x 4039